

Amended 17 Dec 03 Changes underlined
OFFICE OF THE ADJUTANT GENERAL
HUMAN RESOURCES OFFICE
CAMP ROBINSON
NORTH LITTLE ROCK, AR 72199-9600
TELEPHONE: (501) 212-4208/4215; DSN 962-4208/4215
<http://www.arguard.org/HumanResources/HROMain.htm>

AGR EMPLOYMENT OPPORTUNITY ANNOUNCEMENT NUMBER: 198-03

OPENING DATE: 14 Dec 2003

CLOSING DATE: 29 Dec 2003

MILITARY GRADE REQUIREMENTS: Enlisted Not to Exceed: TSgt/E-6

LOCATION: 188th Fighter Wing, Fort Smith, AR

NOMINATING OFFICIAL: Nancy A. Looper, Supervisory Financial Technician

POSITION TITLE: Military Pay Technician (anticipated vacancy)

Individual selected will be ordered to full time duty (state) in Active Guard/Reserve status under Title 32 USC 502(f). Benefits will be commensurate with grade/rank and years of service.

AREA OF CONSIDERATION: (This announcement runs concurrently with a Technician announcement for the same position.)

Onboard:

Onboard AGR members of the 188th Fighter Wing.

New Hire:

Those eligible for membership

QUALIFICATION REQUIREMENTS: Must possess or meet requirements for entry into AFSC 6F0XX (requires a minimum General score of 55). Individuals who exceed the maximum grade of this position (see Military Grade Requirement above) may apply; however, they will be required to accept an administrative reduction in grade prior to being placed into this position.

Applicants for the AGR program should be able to complete 20 years of active federal service prior to completing 20 years of active Federal service prior to mandatory separation. Individuals selected for AGR tours that cannot attain 20 years active federal service prior to reaching mandatory separation must complete a Statement of Understanding that they cannot meet this requirement.

PLACEMENT FACTORS: Selectee will be subject to uncommon tours of duty, rotational shift assignments and overtime duty. May be required to fly in military or commercial aircraft for TDY purposes. Selectee will participate in unit of assignment during UTAs and Annual Training periods including deployments, special projects and exercises. Upon assignment, must be a member of the 188th FW, and assigned to a compatible military position in AFSC 6F0XX.

SUMMARY OF DUTIES: The incumbent is responsible for prioritizing and processing the full range of military pay entitlements of ANG personnel. Ensures the timely and

accurate processing of technician payroll actions. Receives and reviews a variety of documents authorizing changes affecting entitlement accounts including changing of address, starting, changing or stopping allotments, financial institutions accounts; changing tax exemptions, and earned income credit certifications. Provides status of payments, computations of pay entitlement and deduction forms to Geographically Separated Units (GSUs) and individual airmen. Serves as focal point on dual compensation regulations and reports. Ensures the successful interface and/or connectivity between pay and related systems. Administers and performs the finance portion of military/technician personnel readiness processing when ordered to active duty. Performs other duties as assigned.

APPLICATION INSTRUCTIONS FOR ANG ACTIVE GUARD/RESERVE POSITIONS:

Individuals who meet the basic qualification requirements may apply by submitting NGB Form 34-1, Application for Active Guard/Reserve (AGR) Positions, with attachments listed below. Submit applications to: Human Resources Office, Box 946, Camp Robinson, North Little Rock, AR 72199-9600, or to: 188th FW/DPM, 4850 Leigh Ave., Fort Smith, AR 72903-6096, so that it will arrive on or before the closing date of the announcement. **Application must be signed in original ink. FAXED, INCOMPLETE, AND/OR UNSIGNED APPLICATIONS WILL NOT BE CONSIDERED.** Substantial changes in duties and responsibilities during a job should be fully explained so that appropriate credit may be given. Required attachments to NGB Form 34-1 for this announcement are as follows:

- Current AF Form 422 – Physical Profile Serial Report
- Current height and weight statement
- RIP – Report on Individual Personnel
- SF 181 - Race and National Origin Identification

THE ARKANSAS NATIONAL GUARD IS AN EQUAL OPPORTUNITY EMPLOYER, AND AS SUCH ALL APPLICATIONS FOR THIS POSITION WILL RECEIVE CONSIDERATION WITHOUT DISCRIMINATION FOR ANY NON-MERIT FACTOR SUCH AS RACE, RELIGION, SEX, NATIONAL ORIGIN, POLITICS, MARITAL STATUS, AGE, OR MEMBERSHIP IN AN EMPLOYEE ORGANIZATION.

//SIGNED//
GERALD L. ROBINSON
Capt, AR ANG
Supervisor Human Resources Specialist
(Recruitment and Placement)